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|  | [TYPE THE SENDER COMPANY NAME]  [Type the sender company address] |
| [Pick the date] |  |
|  | [Type the recipient name]  [Type the recipient title]  [Type the recipient address]  [Type the salutation]  I am applying for a long-stay toorist visa to China, valid for four years.  Included with this letter are my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee.  I will be based in Shanghai, but I will be traveling frequently to record performances and to meet with musicians and producers.  During my stay in China, I will be interviewing musicians and recording footage for a film I am making on contemptorary Chinese music.  I is scheduled to depart for Shanghai on March 13, 2013, returning to Chicago on September 8, 2013.  Please contact me if if you need further information.  I would like a multiple entry visa valid for four years so I can return to China after this trip to follow up on my initial research.  [Type the closing]  Your Name  Enc: 5 |